

CHAPTER 5 CONTINUING EDUCATION

[Prior to 8/26/87, Nursing Board[590] Ch 5]

655—5.1(152) Definitions.

“Approved provider” means those persons, organizations, or institutions that meet the criteria specified in subrule 5.3(2) and are authorized by the board to offer approved continuing education programs.

“Approved provider number” means the number assigned by the board which identifies an approved provider.

“Audit” means the selection of licensees for verification of satisfactory completion of continuing education requirements during a specified time period; or the selection of approved providers for verification of adherence to continuing education approved provider requirements during a specified time period.

“Continuing education” means planned, organized learning activities acquired following initial licensure and designed to maintain, improve, or expand nurses’ knowledge and skills or to develop new knowledge and skills relevant to nursing for the enhancement of practice, education, administration, or theory development to the end of improving the health of the public.

“Criteria” means those standards as defined in subrule 5.3(2) which the provider shall meet to be an approved provider.

“Extended course” means an organized program of study offered in a series of sessions.

“Formal offering” means an extension course, independent study, or other course which is offered for academic credit or audit by an accredited institution of higher education. A formal offering need not be offered by an approved provider.

“Informal offering” means workshop, seminar, institute, conference, lecture, extended course, provider designed self-study, or learner designed self-study which is offered for credit in contact hours or continuing education units.

“Learner designed self-study” means the learner takes the initiative and the responsibility for assessing, planning, implementing, and evaluating an educational activity under the guidance of an approved provider. The provider may award credit to a nurse for learner designed self-study such as lecture development, research, preparation of articles for publication, development of patient care or patient education programs, or projects directed at resolving administrative problems.

“Nonapproved provider” means those persons, organizations, or institutions who do not hold an Iowa approved provider number. The board may recognize credit from nonapproved providers under special situations as specified in subrule 5.2(2), paragraph “f,” subparagraphs (2) and (3).

“Practicum” means a course-related, planned and supervised clinical experience which includes clinical objectives and assignment to practice in a laboratory setting or with patients/clients/families for attainment of the objectives.

“Provider designed self-study” means that the provider designs a program for learning for the nurse who completes the program at the individual’s pace, e.g., home study, programmed instruction.

655—5.2(152) Continuing education — licensees.

5.2(1) Board authority. The board derives its authority under Iowa Code chapter 272C to create continuing education requirements as a prerequisite to obtain a current license and an audit system to ensure compliance. Rules relating to the continuing education and licensing of registered nurses and licensed practical nurses are found in this chapter; rules relating to the continuing education and licensing of advanced registered nurse practitioners are found in nursing board rules, 655—Chapter 7.

5.2(2) Requirements. To obtain a registered nurse or licensed practical nurse license for the next renewal period the licensee shall submit a completed report form which documents the completion of continuing education requirements or exceptions to the requirements, as outlined in subrule 5.2(3).

a. Forty-five contact hours or 4.5 continuing education units (CEU's) shall be required for renewal of a three-year license. Thirty contact hours or 3.0 CEU's shall be required for renewal of a license which was issued for less than three years as a result of one of the following:

- (1) Examination.
- (2) Endorsement into Iowa from another state.
- (3) Reactivation from inactive status.
- (4) Reinstatement from delinquent status.

b. The hours specified in paragraph “a” shall be completed in the license period for which the license was issued. Credit will not be accepted for a duplication of informal or formal offerings within a license period.

c. Continuing education credits from a previous license period shall not be used, nor shall credits be accumulated for use in a future licensing period. An exception may be granted to an individual licensee by the board office for continuing education credits earned from the time the licensee has satisfactorily completed the requirements for renewal and before expiration of the license. The continuing education earned during this time may be applied to the next licensure period and shall meet criteria established in this chapter. The licensee who wishes this exception shall submit a written request at the time of license renewal. This exception requires submission of the written request with the requirements for license renewal as specified in 655—subrule 3.7(3). The licensee shall retain the letter granting the exception from the board office, in addition to the certificate of attendance.

d. Units of measurement used for continuing education courses shall be as follows:

(1) 1 contact hour = 50 minutes of didactic instruction, work on learner designed self-study, and clinical or laboratory practicum in an informal offering.

(2) 1 CEU = 10 contact hours of instruction.

(3) 1 academic semester hour = 15 contact hours of instruction.

(4) 1 academic quarter hour = 10 contact hours of instruction.

e. To be approved for continuing education credit, formal offerings shall meet the qualifications of appropriate subject matter as specified in subrule 5.3(2), paragraph “a,” or be required as a part of a formal nursing program which extends beyond the education completed for the original nursing license. Questions about whether particular formal offerings will be approved may be directed to the board office. A denial of approval may be appealed to the board within one month of the denial. The licensee shall retain a transcript exhibiting a passing grade for each formal offering or verification of attendance for offerings which are audited.

f. To be approved for continuing education credit, informal offerings shall meet the qualifications of appropriate subject matter as specified in subrule 5.3(2), paragraph “*a.*” There are no restrictions on amount of credit acquired through learner designed or provider designed self-study. The licensee shall retain a certificate to verify completion of each informal offering.

(1) Informal offerings shall be accepted when offered by board-approved providers or when guided by board-approved providers in learner designed self-study. All learner designed self-study and all offerings within Iowa including distance education technology, e.g., satellite programming, shall be sponsored by a board-approved provider to be acceptable.

(2) Informal offerings offered outside of Iowa shall be accepted when approved by other state boards of nursing with mandatory continuing education requirements or offered by the American Nurses’ Association, National League for Nursing, National Federation of Licensed Practical Nurses, National Association for Practical Nurse Education and Service, Inc. These informal offerings shall be in accordance with the continuing education standards as follows:

1. American Nurses’ Credentialing Center Manual for Accreditation as a Provider of Continuing Education in Nursing in effect in 1986 and the Manual for Accreditation as an Approver of Continuing Education in effect in 1986.

2. National League for Nursing criteria and guidelines of the International Association for Continuing Education and Training, fourth edition, in effect in 1991.

3. National Federation of Licensed Practical Nurses Continuing Education Department policies and procedures in effect in 1986.

4. National Association for Practical Nurse Education and Service, Inc. (NAPNES) Criteria for Approval of Continuing Education in effect in 1986.

(3) Informal offerings offered outside of Iowa by a nonapproved provider or an organization not specified in subrule 5.2(2), paragraph “*f.*” subparagraph (2), shall be accepted when specially approved by the board for an individual licensee. A licensee shall obtain special approval from the board office in order to receive credit acceptable to fulfill the requirements. The special approval application form is available from the board office upon request. Special approval requires submission of a completed application and a brochure, advertisement, or course description prior to the completion of the licensure period. Course content shall meet the qualifications of appropriate subject matter as specified in subrule 5.3(2), paragraph “*a.*” The licensee shall retain the approval letter from the board office, in addition to the certificate of attendance received from the nonapproved provider. A denial of approval may be appealed to the board within one month of the denial.

g. Activities not specified in subrule 5.2(2), paragraph “*e.*” or “*f.*” shall be considered appropriate for continuing education credit only after approval has been obtained in writing from the board.

5.2(3) *Exceptions to the requirements in subrule 5.2(2), paragraph “a.”* A waiver of continuing education requirements or extensions of time within which to fulfill the requirements may be granted on an individual basis. Specific instructions are available from the board office for the following:

a. A licensee shall be deemed to have complied with the continuing education requirements during periods that person serves honorably on active duty in the military service as specified in Iowa Code section 272C.2(3). The continuing education credit requirements shall be waived; however, a licensee who claims this exception shall retain evidence of active duty to be presented upon request from the board.

(1) A licensee who served on active duty for the entire license period or through the end of the license period shall be exempt from the requirement of continuing education credits.

(2) A licensee, who served on active duty for a portion of a license period but is not on active duty at the time of renewal, shall comply with continuing education requirements of Iowa for the remainder of the license period. The required hours are prorated at 15 contact hours per year for each period of 12 consecutive months when not on active duty.

b. A licensee shall be deemed to have complied with the continuing education requirements when that person, at the time of renewal, resides outside of Iowa and holds a current license to practice in a state other than Iowa which also has mandatory continuing education. The continuing education credit requirements shall be waived; however, a licensee who claims this exception shall retain evidence of the out-of-state license to be presented upon request from the board.

(1) A licensee who resides out of state for the entire license period or through the end of the license period and meets a state's continuing education requirements to maintain a current license shall be exempt from the requirements of continuing education credits.

(2) A licensee, who resided out of state for a portion of a license period but is residing in Iowa at the time of renewal, shall comply with continuing education requirements of Iowa for the remainder of the license period. The required hours are prorated at 15 contact hours per year for each period of 12 consecutive months residence in Iowa.

c. A licensee shall be deemed to have complied with the continuing education requirements during periods that person is a government employee working as a registered nurse or licensed practical nurse and assigned to duty outside of the United States as specified in Iowa Code section 272C.2(3). The continuing education credit requirement shall be waived; however, a licensee who claims this exception shall retain evidence of government employment outside the United States to be presented upon request from the board.

(1) A licensee who is a government employee serving outside the United States for the entire license period or through the end of the license period shall be exempt from the requirement of continuing education credits.

(2) A licensee who is a government employee serving outside the United States for a portion of a license period but is not in that status at the time of renewal, shall comply with continuing education requirements of Iowa for the remainder of the license period. The required hours are prorated at 15 contact hours per year for each period of 12 consecutive months when not in that status.

d. A licensee shall be deemed to have complied with the continuing education requirements during periods that person is in foreign service as a registered nurse or licensed practical nurse outside the United States where a current license is required. The continuing education credit requirement shall be waived; however, a licensee who claims this exception shall retain evidence of foreign service requiring licensure to be presented upon request from the board.

(1) A licensee who is serving in such a position for the entire license period or through the end of the license period shall be exempt from the requirement for continuing education credits.

(2) A licensee who is serving in such a position for a portion of the license period, but is not in that status at the time of renewal, shall comply with continuing education requirements of Iowa for the remainder of the license period. The required hours are prorated at 15 contact hours per year for each period of 12 consecutive months when not in that status.

e. A licensee shall be deemed to have complied with the continuing education requirements when that person at the time of renewal possesses evidence of certification in a specialty area of nursing practice for the advanced registered nurse practitioner as defined in rule 655—7.1(152). The continuing education credit requirements shall be waived; however, a licensee who claims this exception shall submit a copy of current certification by the national organization at the time of renewal as well as other requirements specified in 655—subrule 3.7(3).

f. A licensee who has had a physical or mental disability or illness during the license period shall be eligible for a waiver. A waiver provides for an extension of time or exemption from some or all of the continuing education requirements. An application for a waiver is available upon request to the board office. The application requires the signature of a physician who can attest to the existence of a disability or illness during the license period. The application for a waiver shall be approved or denied depending on the disability or illness of the licensee. A licensee shall be notified of the decision. A licensee who obtains approval shall retain a copy of the waiver to be presented to the board upon request.

5.2(4) *Failure to meet requirements or exceptions to requirements.* The licensee who fails to meet the requirements or the conditions for the exceptions has the following options:

a. If prior to the expiration date of the license, the license may be placed on inactive status without penalty and no continuing education is required. The licensee shall notify the board in writing of the desire to place the license on inactive status.

b. If during the late renewal period, the late licensee as defined in nursing board rule 655—3.1(17A,147,152,272C) may retain the license in an active status, or place it on inactive status.

(1) To remain active, the licensee shall complete the continuing education requirements as specified in subrule 5.2(2) or 5.2(3) as well as other requirements specified in nursing board 655—subrule 3.7(4). The licensee shall be required to submit to an audit of continuing education following the late renewal as well as at the time of the next license renewal.

(2) To place the license on inactive status, the licensee shall make a written request to be placed on inactive status and submit the late fee as specified in nursing board rule 655—3.1(17A,147,152,272C). No continuing education is required in order to place the license on inactive status.

c. If the license is in delinquent status, the delinquent licensee as defined in nursing board rule 655—3.1(17A,147,152,272C) may reinstate the license or place the license on inactive status.

(1) To reinstate a license, the licensee shall complete 15 contact hours of continuing education as well as other requirements specified in nursing board 655—subrule 3.7(5). The continuing education shall have been earned within 12 months prior to reinstatement.

(2) To place a license on inactive status, the licensee shall make a written request to be placed on inactive status and submit the delinquent fees as specified in nursing board rule 655—3.1(17A,147,152,272C) plus all renewal fees to date due. No continuing education is required in order to place the license on inactive status.

5.2(5) *Audit of licensees.* The board may select licensees for audit following a period of licensure.

a. The licensee must submit verification of compliance with continuing education requirements or exceptions for the period of licensure being audited. Verification for satisfactory completion of the audit includes legible copies of certificates of attendance, transcripts, special approval of informal offerings from nonapproved providers, or documentation of compliance with exceptions in subrule 5.2(3).

b. Verification must be submitted within one month after the date of the audit. Extension of time may be granted on an individual basis.

c. Licensees are required to keep certificates of attendance, letters verifying special approval for informal offerings from nonapproved providers, transcripts, and documentation of compliance with exceptions for four years.

d. The board shall notify the licensee of satisfactory completion of the audit.

e. Failure to complete the audit satisfactorily or falsification of information shall result in board action as described in nursing board rules, 655—Chapter 4.

f. Failure to notify the board of a current mailing address will not absolve the licensee from the audit requirement; completion of an audit will be required prior to further license renewal.

655—5.3(152) Continuing education — providers.

5.3(1) Board authority. The board derives its authority under Iowa Code chapter 272C to create requirements for becoming an approved provider and maintaining that status. The board also has the authority to develop an audit, a mechanism to verify compliance with criteria for approved providers.

5.3(2) Criteria for approved providers. The approved providers shall show evidence of capability to adhere to criteria indicative of quality continuing education activities for nurses.

a. Criteria related to appropriate subject matter. Appropriate subject matter for continuing education credits reflects the educational needs of the nurse learner and the health needs of the consumer. Subject matter is limited to offerings that are scientifically founded and predominantly for professional growth. The following areas are deemed appropriate subject matter for continuing education credit:

- (1) Nursing practice related to health care of patients/clients/families in any setting.
 - (2) Professional growth and development related to nursing practice roles.
 - (3) Sciences upon which nursing practice, nursing education, or nursing research is based, e.g., nursing theories and biological, physical, behavioral, computer, social, or basic sciences.
 - (4) Social, economic, ethical and legal aspects of health care.
 - (5) Management or administration of health care, health care personnel, or health care facilities.
 - (6) Education of patients or their significant others, students, or personnel in the health care field.
- b. Criteria related to operation of an approved continuing education providership. The provider shall:

(1) Have a consistent, identifiable authority who has overall responsibility for the operation of the providership and execution of the informal offerings who is knowledgeable in administration and has the capability to organize, execute, and evaluate the overall operations of the providership.

(2) Have an organizational chart to delineate lines of authority and communication within the providership as well as within the parent organization, if applicable, and other cooperative or advisory committees.

(3) Develop and implement a philosophy, goals and objectives consistent with the controlling institution, if applicable, which reflect the provider beliefs about nursing, education, and continuing education. These shall indicate the overall direction of the providership for a five-year period.

(4) Maintain financial integrity so that participants receive the continuing education for which they have paid.

(5) Maintain participant and program records as specified in paragraph “c” of this subrule.

(6) Demonstrate active nursing participation in the planning and administration of informal offerings. Nursing participation shall be documented in a written statement of policy, denotation on the organizational chart, and planning minutes.

(7) Select appropriate subject matter designed to fulfill the educational needs of nurses in order to meet the health care needs of consumers. Have a subject matter plan which indicates the mechanism of assessing the learning needs of the population to be served and describes how the provider shall meet the appropriate subject matter criteria as specified in subrule 5.3(2), paragraph “a,” subparagraphs (1) to (6).

(8) Demonstrate planning for each offering that includes a statement of purpose and measurable, educational objectives.

(9) Provide notification to licensees of the availability of informal offerings. A brochure or written advertisement shall be developed for all informal offerings other than learner designed self-study and a copy shall be sent to the board prior to each offering. The brochure or advertising shall accurately describe the activities by including the date, time, location, statement of purpose, educational objectives, intended audience, credentials of instructors, costs and items covered by the fee, refund policy, and amount of continuing education credit to be awarded. The board-approved provider number shall appear on the brochure or written advertisement.

(10) Structure program content and learning experience to relate to the stated purpose and objectives. Program content shall cover one topic or a group of closely related topics. Current, relevant, scientifically based supportive materials shall be used.

(11) Develop policies and procedures for verification of satisfactory completion of the activity by each participant including a system for verification of satisfactory completion, the control methods to ensure completion and a method to inform participants that completion of the offering is required prior to the award of credit. The provider may award credit to other members of the providership who attend but do not serve as organizers during the actual offering. The provider may make an exception and award partial credit in extreme emergency conditions. The provider may make an exception and award credit for the portion of time the speaker attended the offering excluding the presentation time; however, full credit may be awarded to a speaker who presents the offering for the first time. The provider may base the verification of satisfactory completion of an extended course on the participant meeting the course objectives rather than on the number of sessions attended.

(12) Develop policies and procedures for management of continuing education programs including registration procedures, tuition refund, and enrollee grievances.

(13) Assign credit according to a uniform measure of credit as defined in subrule 5.2(2), paragraph “d.” Credit shall be granted in increments of half hours or whole hours; however, no credit shall be awarded for less than one contact hour or .1 CEU.

(14) If desired, cosponsor an offering provided by a nonapproved provider. When cosponsoring is done, the approved provider is responsible for assurance that all criteria in subrule 5.3(2) are met. A cosponsorship contract or letter of agreement shall delineate responsibilities of all parties, which includes the approved provider awarding the credit and maintaining the program and participant records. Cosponsoring is not acceptable for learner designed self-study.

(15) An approved provider shall notify the board within 30 days of changes in the administrative authority or address of the providership or the inability to meet the criteria.

c. Criteria related to record system and maintenance of continuing education programs. The provider shall:

(1) Maintain participant records for a minimum of four years from the date of program completion. The participant records shall include the name of licensee, license number, contact hours or CEU's awarded, offering titles, and dates of offerings. The record system shall provide for secure storage and retrieval of individual attendance and information regarding each offering. The participant records of continuing education credits granted shall be available within two weeks upon request from individual nurses or the board. Individual nurses may be assessed for this retrieval service.

(2) Maintain program records for a minimum of four years from the date of program completion. Program records for all informal offerings, other than learner designed self-study, shall include a brochure or advertising, roster of participants to whom credit was awarded, and a summary of the program including participant and provider evaluations. The provider shall maintain records for one informal offering which includes all required materials for renewal for approved providers as specified in subrule 5.3(4), paragraph "a," subparagraph (6).

Program records for learner designed self-study shall include the written agreement between the learner and provider, date of completion, and learner and provider evaluations.

(3) A certificate shall be furnished to each participant documenting completion of the offering. The front of the certificate shall display: participant's name, provider number, contact hours or continuing education units awarded, starting and ending dates of the offering, subject matter taken, and a reminder to the participant to retain the certificate for four years.

d. Criteria related to faculty of informal offerings. The faculty shall:

(1) Be current, knowledgeable, and skillful in the subject matter of the offering by having evidence of further education in the subject. Such education shall be acquired through course completion or an advance degree, experience in teaching in the specialized area within the three years preceding the offering, or six months' work experience in the specialized area within the three years preceding the offering.

(2) If applicable, be skillful in assisting a nurse in designing a learner designed self-study program by having experience or education in course design.

(3) Include a nurse if the subject matter is nursing or if it is learner designed self-study.

(4) Encourage active participation of the nurse learners enrolled in the offerings.

(5) Utilize principles of adult education in teaching strategies.

(6) Utilize teaching methodologies appropriate to the subject, audience, and time allotment.

(7) Utilize current supportive materials by drawing from resources that are predominantly less than five years old unless the topic is of an historical nature.

(8) Not receive credit when teaching participants; however, an exception may be made as specified in subrule 5.3(2), paragraph “b,” subparagraph (11).

(9) Not receive credit for learner designed self-study from a provider which employs them in the regular administration of the providership.

e. Criteria related to evaluation of continuing education programs. The provider shall include:

(1) A design for participants to assess achievement of program objectives, faculty effectiveness, and teaching-learning methodologies, resources and facilities for each offering.

(2) Evaluation techniques to assess the effectiveness of each offering and plan for future offerings.

(3) A method of notifying the participants that the evaluation may be submitted directly to the board.

f. Additional criteria related to management of learner designed self-study for providers who wish to guide this type of education. The provider shall:

(1) Provide a written application process through which the learner describes the following:

Individual’s assessed need for the learning activity which meets the criteria related to appropriate subject matter found in this subrule, paragraph “a.”

Purpose for pursuing the learning activity.

Objectives clarifying the purpose and providing a description of expected learning outcomes in measurable, behavioral terms.

Learning experiences or activities detailed in a plan for achieving the behavioral objectives.

Learning resources identifying people, materials, and facilities to be utilized to achieve the purpose and objectives.

Timetable for completion of learning activities.

Method of evaluation to be used which ensures completion of the learning activities, the objectives, and the number of hours required.

(2) Provide a written agreement with the learner. The written agreement shall include:

The approved written application.

Cost and refund policy.

Number of contact hours to be awarded.

The board-approved provider number.

Signatures of the nurse learner and the faculty managing this learner designed self-study.

Date of the agreement.

(3) Provide an evaluation which indicates successful completion of the terms of the written agreement and the award of a certificate of completion.

5.3(3) Initial approval process for providers. Initial approval is granted upon the submission of required materials and the determination by the board or its representative that the materials fulfill the criteria for approved providers specified in subrule 5.3(2).

a. Upon request, the board office shall send an application to a potential provider which requires the submission of the following materials:

(1) Designation of the administrative authority and biographical information about the administrative authority.

(2) Organizational chart.

- (3) Philosophy, goals and objectives.
- (4) List of program offerings.
- (5) Evidence of nursing participation.
- (6) Plan on subject matter.
- (7) A policy for record system and maintenance.

A sample of the certificate to be used.

A sample of a written agreement for learner designed self-study, if applicable.

(8) Policies and procedures for verification of satisfactory completion of an offering.

(9) Registration procedures.

(10) Tuition refund policy.

(11) A policy regarding enrollee grievances.

(12) A policy regarding program and provider evaluation.

(13) A policy regarding faculty selection.

(14) A policy regarding the use of the uniform measure of continuing education credit.

(15) Documents from a typical sample course offering. Documents for this offering shall include:

A narrative of the planning of the offering including evidence of nursing participation.

A sample brochure or advertising.

Content of course, e.g., topical outline.

Teaching-learning methodologies and supportive materials.

Bibliography.

A sample evaluation form for participant completion.

A sample evaluation form for provider completion.

(16) A policy for cosponsorship of offerings, if applicable, and a sample contract or letter of agreement.

b. Upon receipt of the completed application and two copies, a review is held by a committee.

(1) The committee is composed of at least three appointees of the board. The review is held at the board office within 60 days of receipt of the application.

(2) The review is based on the criteria as specified in subrule 5.3(2).

(3) If the submitted materials meet the requirements, the committee shall approve the provider for five years and issue a provider number. The approved provider shall be notified of the decision within two weeks of the committee review.

(4) If the committee finds submitted materials to be incomplete or unsatisfactory, it shall notify the provider applicant of the decision within two weeks of the committee review. The applicant is given the opportunity to meet the criteria with an additional review to be held within six weeks of receipt of the revised application materials at the board office.

(5) If the applicant is unable to meet the criteria within three committee reviews or one year from the receipt of the initial application at the board office, whichever comes first, the committee shall recommend nonapproval at the next regularly scheduled board meeting.

(6) Notice of this recommendation of nonapproval shall be provided to the applicant at least 30 days before the board meeting.

(7) The board shall make the final decision.

c. At any time the provider applicant disagrees with the committee's actions, the applicant may request board action. At this time the matter becomes a contested case and an evidentiary hearing as specified in Iowa Code chapter 17A shall be held by the board at its next regularly scheduled meeting.

(1) If the final decision of the board is approval, approval shall be granted up to five years and an approved provider number is issued. The applicant shall be notified of the decision within two weeks of the board's final decision.

(2) If the final decision of the board is a denial, the applicant shall be notified of the decision within two weeks of the board's final decision. Provisions for making a request for reconsideration and appeal are found in Iowa Code sections 17A.16 and 17A.19.

d. A provider applicant who has been denied approved provider status may apply no sooner than one year after denial to become an approved provider by starting the initial approval process specified in this subrule.

5.3(4) *Reapproval process for approved providers.* Reapproval is granted upon the submission of required materials and the determination by the board or its representatives that the materials fulfill the criteria for approved providers specified in this chapter.

a. The board shall send an application for reapproval to an approved provider four months before the expiration of the current approval. The completed application shall be submitted to the board office no later than two months prior to the expiration of the current approval. The application requires submission of the following materials:

(1) Identification of the current administrative authority. The information shall include the name(s) and title(s) of the authority.

(2) Current table of organization. The table shall:

Delineate the administrative authority for the providership.

Define the line relationships within the providership as well as within the parent organization, if applicable.

Illustrate cooperative or advisory relationships, if applicable.

(3) Goals, philosophy, and objectives. These shall:

Be described in regard to accomplishments, strengths, and weaknesses during the approval period.

Indicate the overall direction of the providership for the next five-year period, taking into consideration the strengths and weaknesses of the providership.

(4) List of course offerings from the previous year.

(5) Explanation of changes. A new policy or procedure shall be submitted for each change made since the previous approval.

(6) Documents from a typical course offering. The following documents shall be included:

A narrative of the planning of the offering.

A brochure, advertising, or written agreement.

Content of course, e.g., topical outline.

Teaching-learning methodologies and supportive materials.

Bibliography.

Attendance record.

Participant evaluation form.

Summary of participant and provider evaluations.

A sample of the current participant evaluation form and certificate.

b. Upon receipt of the application for reapproval, a review shall be made by a board designee at the board office within 30 days of receipt of the application.

(1) The review is based on the criteria as specified in subrule 5.3(2).

(2) If the submitted materials meet the requirements, the designee shall issue a renewal of the approved provider status for a five-year period.

(3) If the submitted materials are incomplete or unsatisfactory, the designee shall notify the provider of the decision within two weeks of the committee review. The provider shall be given the opportunity to meet the criteria within two weeks of the receipt of the board office notification. If the provider is unable to meet the requirements, the designee shall recommend nonapproval at the next regularly scheduled board meeting.

(4) Notice of this recommendation of nonapproval shall be provided to the applicant at least 30 days before the board meeting.

(5) The board shall make the final decision.

(6) At any time the renewal applicant disagrees with the designee's actions, the applicant may request board action. At this time the matter becomes a contested case and an evidentiary hearing as specified in Iowa Code chapter 17A shall be held by the board at its next regularly scheduled meeting, when the board shall issue a final decision.

(7) If the final decision of the board is reapproval, approval shall be granted up to five years. The approved provider shall be notified of the decision within two weeks of the board's final decision.

(8) If the final decision of the board is denial, the reapproval applicant shall be notified of the decision within two weeks of the board's decision. Provisions for making a request for reconsideration and appeal are found in Iowa Code sections 17A.16 and 17A.19.

(9) A reapproval applicant who has been denied reapproval may apply no sooner than one year after denial to become an approved provider by starting the initial approval process specified in subrule 5.3(3).

5.3(5) *Audit of approved providers.* The board shall monitor approved providers for adherence to criteria as established in this chapter.

a. The board may order an audit of an approved provider or may audit as a result of a written complaint. A written complaint may be filed with the board against a provider for acts or omissions which indicate a failure to meet the criteria established in this chapter. If the complaint is in regard to a particular offering, it shall be filed within one month of the completion of the offering.

b. The board may revoke the approved provider status for willful or repeated failure to meet one or more of the criteria specified in subrule 5.3(2).

c. A notice of revocation shall be issued to the provider. The provider will have 30 days to request a hearing for reconsideration of revocation. If a request for hearing is not received within the 30 days, the revocation shall be considered final.

d. The hearing will be conducted by the board pursuant to 655—4.13(17A,147,152,272C).

e. A provider who wishes to request rehearing shall do so within 20 days from the date of receipt of decision. The provider shall submit a statement which shows cause why action should not have been taken by the board. This statement shall be acted upon by the board within 20 days.

f. A provider who wishes to appeal the sanction imposed by the board may do so pursuant to Iowa Code section 17A.19.

g. A provider whose approved provider status has been revoked shall no longer advertise that it is an approved provider. The provider number shall no longer be used or appear in brochures, advertisements, certificates, or other materials.

h. A provider whose approved provider status has been revoked shall maintain the records required in subrule 5.3(2) until four years after the last credit was granted or transfer the records to the custody of the board.

i. The board shall notify other states which have mandatory nursing continuing education of the revocation of the approved provider status and the reason(s) for withdrawal.

j. A provider whose approved provider status has been revoked may apply no sooner than one year after the withdrawal of approval to become an approved provider by the initial approval process described in subrule 5.3(3).

5.3(6) *Voluntary relinquishment of an approved providership.* An approved provider may voluntarily relinquish its provider number. If an approved provider does not submit the required materials for reapproval or is unable to be located by the board, by certified mail, the board will consider that the provider voluntarily relinquished its approved provider status effective with the return of the certified mail or as determined by the executive director. When the approved providership has been voluntarily relinquished, the provider shall discontinue providing continuing education that is acceptable for license renewal in Iowa.

a. The provider shall maintain the records required in subrule 5.3(2) until four years after the last credit was granted or transfer the records to the custody of the board.

b. The provider may apply no sooner than one year after the relinquishment to become an approved provider by starting the initial approval process specified in subrule 5.3(3).

c. The board shall notify other states which have mandatory nursing continuing education of the relinquishment of the approved provider status and the reason(s) for relinquishment.

These rules are intended to implement Iowa Code sections 272C.2 and 272C.3.

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